



IN REPLY
REFER TO:
MP-116
ADM-14.00

United States Department of the Interior

BUREAU OF RECLAMATION
Mid-Pacific Regional Office
2800 Cottage Way
Sacramento, California 95825-1898
August 8, 2006

Regional Letter No. 06-08
Expiration Date: August 8, 2007

MEMORANDUM

To: All Mid-Pacific Region Employees

From: Kirk C. Rodgers /s/ Kirk C. Rodgers
Regional Director

Subject: Regional Equal Employment Opportunity (EEO) Policy
and Discrimination Complaint Procedure

Purpose: The letter sets forth the Mid-Pacific Region's EEO policy and organization structure and the procedure for processing discrimination complaints. *This letter supercedes Regional Letter No. 05-07 dated August 8, 2005.*

Scope: This policy applies to all offices and employees of the Mid-Pacific Region.

Effective Date: Upon issuance.

Policy: The Mid-Pacific Region provides equal opportunity in employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, status as a parent, or genetic information, and without reprisal. It promotes full realization of equal opportunity and the benefits of a diverse workforce through a continuing affirmative employment program and supports the Department of the Interior's policy of zero tolerance for discrimination and harassment.

The attached Discrimination Complaint Procedure is based on public laws and executive orders and is an integral part of the Region's personnel policy and practice in the employment, development, advancement, and treatment of employees. Employees who participate in the discrimination complaint process are assured that they will be free from any reprisal.

Sufficient resources are dedicated to accomplishing EEO and diversity goals and objectives. The Region maintains an Equal Employment Opportunity Office (MP-116), which is responsible for administering the Discrimination Complaint Procedure and related activities. Associated programs, such as the Special Emphasis Program, Diversity, and Affirmative Action, are supported by the Human Resources Office (MP-500).

Every manager and supervisor must apply the principles and methods of equal opportunity and affirmative employment in daily organizational activities. All employees are responsible for doing their part in maintaining a discrimination-free, respectful, and productive work environment.

This policy letter will be posted at every major office in the Mid-Pacific Region along with a poster listing the Region's EEO Counselors. This information will be posted where it is visible to all employees at the site and be available electronically at <http://intra.mp.usbr.gov/EEO>.

Authority: Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973, as amended; and Executive Orders 11478, 12106, 13087, 13145, and 13152.

Contacts: Direct questions regarding this policy to Marian Echeverria, Equal Employment Manager, at 916-978-5571 (TDD 978-5608).

Attachment (Discrimination Complaint Procedure)

DISTRIBUTION D